

Dear Parents,

**Simplify how you pay tuition and enroll today! just attach a voided check and sign the authorization page; we'll fill in the rest.**

We are excited to offer you Automatic Payment for your child's tuition. Increasingly, people are paying their regular bills electronically. Many of you get paid by Direct Deposit and appreciate the convenience of not having to run to the bank to deposit the check. Automatic Payment gives us the same advantages that Direct Deposit gives most employees - peace of mind, safety and convenience. We hope you will allow us these advantages by enrolling in the Automatic Payment program and having your child's tuition paid electronically.

From a practical point of view, the handling and processing checks or even cash takes time. We like Automatic Payment because it promises to free us from one task that does nothing for the kids. The time we spend processing checks or running to the bank are better spent in seeing to the needs of your child. All of us love this job and are here for one reason, to take care of the kids. When we find less expensive, more efficient ways to handle non-childcare oriented tasks, like collecting and processing checks, we want to take advantage of them. We need your agreement to take advantage of this opportunity.

Here are the benefits in a nutshell:

- We free up staff time that can be better spent to benefit the children.
- You benefit from the convenience of having the bank pay your bill automatically.
- We don't have to worry about having to make payment reminders.
- You will never have to worry about incurring late payment charges.
- We save time and effort, which eventually helps to hold down your childcare expenses.

We are asking all parents to pay their bill electronically. All you need to do is complete the **Child Care Automatic Payment Authorization** form giving your bank permission to pay your tuition as scheduled. We are including some information about Automatic Payment in the form of frequently asked questions. If you have any other questions, please ask.

A small number of "test" families are already benefiting from Automatic Payment. We will appreciate getting your completed authorization back as soon as possible.

Thank you in advance for making the Automatic Payment program a success!

# **ReliaFund Inc.**    **Automatic Payment for Childcare**

## **Questions Frequently Asked By Parents**

**Q: Does this give my childcare provider access to my account?**

A: Automatic Payment does not give anyone access to your account. It simply authorizes your bank to release the exact amount of your childcare payment to your provider on a pre-arranged date. Automatic Payment gives the bank no more authority to release your funds than when presented with a check.

**Q: What are the benefits of Automatic Payment for consumers?**

A: Automatic Payment simplifies your life and takes the hassle out of paying your childcare expenses. Most people spend the equivalent of three days a year just paying bills. This method of bill payment saves you at least some of that time.

**Q: How many people use Automatic Payment?**

A: the number of people discovering the convenience of Automatic Payment grows each year. According to a recent poll, nearly 50% of consumers say they use Automatic Payment for at least one recurring payment, and more than 55% are paid wages or benefits electronically.

**Q: What types of businesses offer Automatic Payment?**

A: More and more businesses of all types are offering Automatic Payment for recurring payments – mortgage lenders, insurance companies, health clubs, cable TV, churches and non-profits – and now, through our relationship with ReliaFund, childcare providers!

**Q: How will I know when my payment has been taken out of my account?**

A: Your childcare payment will be taken out of your account on the payment due date that you and your childcare provider agree upon in advance. The amount of the payment and to whom it was paid will appear on your monthly bank statement just as if you had paid by check.

**Q: Is there a charge for this service?**

A: No. Neither your childcare provider nor your bank will charge you for this convenience.

**Q: Is this bill paying service reliable and safe?**

A: The ACH system has been use for more than 30 years and is the safest, most reliable means of transferring funds in the world today. Last alone, more than *8 billion* payments were processed accurately and on time using the ACH network.

**Q: Will paying my bill this way be helpful for my childcare provider?**

A: Businesses know that Automatic Payment fosters customer satisfaction, and using this payment method to collect fees will help your provider manage cash flow, process payments more efficiently, and save time that can be better spent in service to you and your family.

**Q: How do I get started?**

A: Simply fill out and return to your childcare provider the **Childcare Automatic Payment Authorization** form that came with this information sheet.

**Q: Where can I get more information?**

A: visit [www.directpayment.org](http://www.directpayment.org), an excellent resource explaining the system and its many benefits.

## CHILD CARE AUTOMATIC PAYMENT AUTHORIZATION

Thank you for paying for your childcare with Automatic Payment. Electronic payments save a lot of time and hassle for everyone. Banking rules require that you give your approval to pay your bill in this way. The approval is active until you notify us that you want to cancel it.

Automatic Payment is safe, efficient, and consumer friendly. Banking laws protect consumers like you from having to worry about someone taking money from your account by using Automatic Payment in an unauthorized manner.

***Please complete this form and return it to the office so we can set up your Automatic Payment.***

I hereby authorize **Ames Child Care Center** to initiate entries to my checking or savings account at the financial institution listed below. This authority will remain in effect until five days after I provide **Ames Child Care Center** written notice to cancel it.

\_\_\_\_\_  
Your Name (*please print*)

\_\_\_\_\_  
Bank or Credit Union Name

\_\_\_\_\_  
Your Address

\_\_\_\_\_  
Bank or Credit Union Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Account Number\* (*see sample below*)

\_\_\_\_\_  
Transit / ABA Number (*see sample below*)

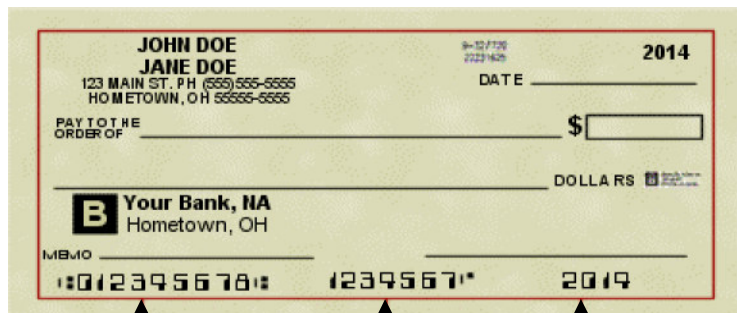
\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Today's Date

My first Automatic Payment will be made on: \_\_\_\_\_. Subsequent payments will be made [ ] every two weeks or [ ] \_\_\_\_\_. The amount of each payment shall be \$\_\_\_\_\_.

***Please attach a copy of a voided check;  
deposit slips don't work.***

***\*Note that the Account Number is not the  
same as a "Member" number commonly  
used in credit union draft accounts.***



Transit/ABA Number

Account Number

Check Number

Office Use:

Date Entered:

By:

Child/Children:

Attach voided check here